THE LEGAL METROLOGY ACT, 2009-MANUFACTURER LICENSE

Step by Step Procedure for filling the application

New User Registration

Step1: Go to https://labour.tn.gov.in/

Step2: Click on New User

Step3: In the Registration form enter your Personal Details, Address for Communication, Contact

Details

Step4: Enter your mobile number and E-Mail and verify both
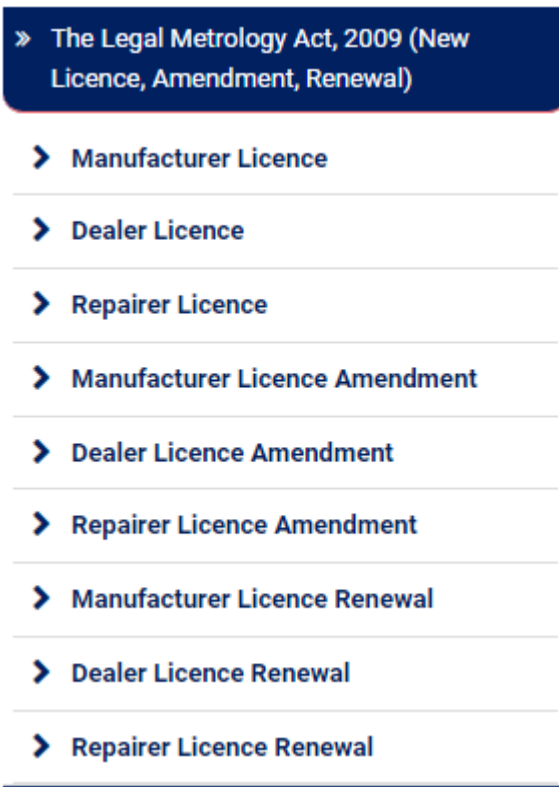
Step5: In Documents to be uploaded, upload

1) PAN / Ration Card / Voter ID / Driving License

2)Aadhar Card

Step6: Set your password.

Step7: Go to User login page   https://labour.tn.gov.in/services/users/login

Step8: Login with your login Id and password.

Step9: Select the relevant Act from the Dash Board in the User login screen.

» The Legal Metrology Act, 2009 (New Licence, Amendment, Renewal)

> Manufacturer Licence

> Dealer Licence

> Repairer Licence

> Manufacturer Licence Amendment

> Dealer Licence Amendment

> Repairer Licence Amendment

> Manufacturer Licence Renewal

> Dealer Licence Renewal

> Repairer Licence Renewal

Step 10: Select Service – Manufacturer License

Step 11: Fill in the following details in the appropriate boxes displayed on the screen.
1. Details of the Establishment

2. Details of Manufacturing Concern
3. Details of the Proprietor
4. Residential Details of the Proprietor
5. Premises details
6. Nature of manufacturing activities
7. Types of weights and measures proposed to be manufactured
8. Number of persons employed/ proposed to be employed
9. Date of establishment
10. Details of license
11. Facilities of steel casting and hardness testing
12. Electrical energy
13. Details of loan
14. Proof details
15. Manufacturer licence
16. Place of supply
17. Details of machines and tools
18. Monogram or trade mark to be manufactured
19. Proposed date of inspection
20. Upload Documents

DOCUMENTS TO BE UPLOADED

Duly self-attested Identity Proof of Proprietor/Authorised Signatory (Pan Card/Aadhaar Card/Voter I.D./Driving Licence etc.)*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload file ⬆

Rental Agreement/Lease Agreement/Own Building Document *
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

No objection certificate from owner of Rental/Leased Building
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Blue print for building by registered surveyor*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Tools List invoice & List of tools *
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Invoice for Test Equipments/Certificate of Verification for Test Weights/Test Weighing Instruments *
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Technical Qualification (B.E/Diploma Certificate)/Experience Certificate*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

The monogram or trade mark intended to be imprinted on weights and measures to be manufactured *
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

GST Number/ PAN Number file*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Details of Model Approval received from Government of India*

Upload File ⬆

21. Self-Declaration

Step 12: Click on Pay

Step13: Proceed to complete the prescribed fee payment.

Step 14: To check your payment confirmation status.

In the User login page Dashboard, Select Payment Reconciliation

Step 15: In the payment reconciliation page, Select the type of application and enter the application number and click on Submit

Step 16: To track your application status.

Go to https://labour.tn.gov.in/services/applicants/home-application-status

Step 17: Authority will scrutinize your application and will approve if it adheres to the prescribed norms.

Step18: In the screen we can see status as "approved".
Timeline for approval -

Application No.	Application Date	Status
330427-883	06-12-2019 10:06 AM	Approved

View Application   **Pay Online**   **Download Certificate**

Step19: If the status reads "returned" rectify the defect(s) and resubmit your application.

Step 20: Click the "Download Certificate" button to download your certificate.

THE LEGAL METROLOGY ACT, 2009 – DEALER LICENSE

Step by Step Procedure for filling the application

New User Registration

Step 1: Go to https://labour.tn.gov.in/

Step 2: Click on New User

Step 3: In the Registration form enter your Personal Details, Address for Communication, Contact Details

Step 4: Enter your mobile number and E-Mail and verify both

Step 5: In Documents to be uploaded, upload

    1) PAN / Ration Card / Voter ID / Driving License

    2) Aadhar Card

Step 6: Set your password.

Step 7: Go to User login page   https://labour.tn.gov.in/services/users/login

Step 8: Login with your loginId and password.

Step 9: Select the relevant Act from the Dash Board in the User login screen.

> » **The Legal Metrology Act, 2009 (New Licence, Amendment, Renewal)**

> **Manufacturer Licence**

> **Dealer Licence**

> **Repairer Licence**

> **Manufacturer Licence Amendment**

> **Dealer Licence Amendment**

> **Repairer Licence Amendment**

> **Manufacturer Licence Renewal**

> **Dealer Licence Renewal**

> **Repairer Licence Renewal**

Step 10: Select Service – Dealer License

Step 11: Fill in the following details in the appropriate boxes displayed on the screen.
1. Details of the Establishment
2. Details of Manufacturing Concern
3. Details of the Proprietor
4. Residential Details of the Proprietor
5. Premises details
6. Nature of manufacturing activities
7. Types of weights and measures proposed to be manufactured
8. Number of persons employed/ proposed to be employed
9. Date of establishment
10. Trade license

11. Proof details
12. Source supply
13. Importer from outside country
14. Dealer license
15. Documents to be uploaded
16. Self-Declaration

DOCUMENTS TO BE UPLOADED

Duly self-attested identity Proof (Pan Card/Aadhaar Card/Voter I.D./Driving Licence etc.)*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Rental agreement or owned building document*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

No objection certificate from rental building owner*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Blue print for building by registered surveyor*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

GST Number / PAN Number file*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Dealership letter from Manufacture Company*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Step 12: Click on Pay

Step 13: Proceed to complete the prescribed fee payment.

To check your payment confirmation status.

In the User login page Dashboard, Select Payment Reconciliation

> » The Legal Metrology Act, 2009 – Verification And Stamping
> » The Legal Metrology (Packaged Commodities) Rules, 2011
> » The Tamil Nadu Industrial Establishments (National Festival And Special Holidays) Act, 1958
> » Inspections
> » Combined Annual Return
> » Combined Annual Return For Plantation Manual RC Holders
> » Self Certification Scheme
> » Renewal Form For Manual RC Holders
> » Amendment Form For Manual RC Holders
> » Payment Reconcilation

Step 15: In the payment reconciliation page, Select the type of application and enter the application number and click on Submit

To track your application status.

applicants/home-application-status

Authority will scrutinize your application and will approve if it adheres to the prescribed norms.

Step 18: In the screen we can see status as "approved"

Application No.	Application Date	Status
330427-883	06-12-2019 10:06 AM	Approved

View Application   Pay Online   Download Certificate

Step 19: If the status reads "returned" rectify the defect(s) and resubmit your application.

Step 20: Click the "Download Certificate" button to download your certificate.

THE LEGAL METROLOGY ACT, 2009- REPAIRER LICENSE

Step by Step Procedure for filling the application

New User Registration

Step 1: Go to https://labour.tn.gov.in/

Step 2: Click on New User

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Step 4: Enter your mobile number and E-Mail and verify both

Step 5: In Documents to be uploaded, upload

      1)   PAN / Ration Card / Voter ID / Driving License

      2)   Aadhar Card

Step 6: Set your password.

Step 7: Go to User login page   https://labour.tn.gov.in/services/users/login

Step 8: Login with your login Id and password.

Step 9: Select the relevant Act from the Dash Board in the User login screen.

» **The Legal Metrology Act, 2009 (New Licence, Amendment, Renewal)**

> **Manufacturer Licence**

> **Dealer Licence**

> **Repairer Licence**

> **Manufacturer Licence Amendment**

> **Dealer Licence Amendment**

> **Repairer Licence Amendment**

> **Manufacturer Licence Renewal**

> **Dealer Licence Renewal**

> **Repairer Licence Renewal**

Step 10: Select Service – Repairer License

Step 11: Fill in the following details in the appropriate boxes displayed on the screen.
1) Details of the Establishment
2) Address of the Establishment
3) Details of the Proprietor
4) Residential Details of the Proprietor
5) Premises details
6) Weights and Measures Category
7) Area under operation

8) Experience
9) Maximum number of employees proposed to be employed
10) Electric energy
11) Sufficient stock
12) Trade license
13) Proof details
14) Repairer license
15) Documents to be uploaded
16) Self-Declaration

DOCUMENTS TO BE UPLOADED

Rental agreement or owned building document*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Blue print for building by registered surveyor*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

EB card Xerox*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Details of machinery, tools, accessories, owned and used for manufacturing weights, measures, etc. *
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

No objection certificate from rental building owner
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Invoice for Test Equipments/Certificate of Verification for Test Weights/Test Weighing Instruments*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Technical Qualification/Experience Certificate*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

GST/PAN Number document*
(Maximum file size should not exceed 1 MB.File should be pdf,jpeg,bmp format)

Upload File ⬆

Step 13: Proceed to complete the prescribed fee payment.

Step 14: To check your payment confirmation status.

In the User login page Dashboard, Select Payment Reconciliation

» The Legal Metrology Act, 2009 –
Verification And Stamping

» The Legal Metrology (Packaged
Commodities) Rules, 2011

» The Tamil Nadu Industrial Establishments
(National Festival And Special Holidays)
Act, 1958

» Inspections

» Combined Annual Return

» Combined Annual Return For Plantation
Manual RC Holders

» Self Certification Scheme

» Renewal Form For Manual RC Holders

» Amendment Form For Manual RC Holders

» Payment Reconcilation

Step 15: In the payment reconciliation page, Select the type of application and enter the application number and click on Submit

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applicants/home-application-status

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